



USAID | NEPAL

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Vacancy Announcement (Announcement Number: 10-05)

USAID/Nepal invites applications for employment for the position of Executive Assistant at the Office of the Director, under a Personal Services Contract (PSC), subject to availability of funds.

OPEN TO: All interested and qualified Nepali Citizens

POSITION: Executive Assistant, FSN PSC - 8 (**Note:** Selected candidate may be hired at a lower trainee grade based on qualifications and experience)

OPENING DATE: March 24, 2010

CLOSING DATE: April 2, 2010

WORK HOURS: Full-time; 40 hours/week

BASIC FUNCTION OF THE POSITION:

The Executive Assistant serves as one of the two personal assistants for the Office of the Director with the primary responsibility to assist the Deputy Mission Director. In addition to managing the day-to-day calendar, meetings, and other requirements of the Deputy Mission Director, the incumbent performs protocol assistance services in a high profile office; develops guest lists, prepares invitations and have them dispatched in a timely manner; plans major engagements, VIP visits, large representational events; coordinates with General Services Office for events and maintenance at the Mission Director and Deputy Director's residences; prepares travel vouchers and maintains time and attendance; and supervises one of the two USAID drivers.

REQUIRED QUALIFICATIONS:

NOTE: All applicants are instructed to address each selection criterion detailed below:

1. Completion of Higher Secondary education is required. Secretarial training is required.
2. At least five years of experience as an Executive Secretary or Office Manager is required. More experience is preferred.
3. Level IV (Fluent) Speaking/Reading/Writing English is required. Level IV (Fluent) Speaking/Reading/Writing Nepali is required.

4. Good Knowledge and views sufficient to enable to perform duties such as developing material for the Director and Deputy Director's use in public speaking engagements is required. Good knowledge and understanding of USAID procedures and regulations pertaining to the administrative area, communications and records program, and USAID programs and policies is required. Knowledge of the social mores of the country is required. Good working knowledge of Department of State, Nepal Government organization and protocol is required.
5. Ability to analyze office procedures to maintain files of personnel regulations, directives, and references is required. Ability to gather information and draft complex correspondence independently within area of authority is required. Ability to use courtesy, patience, adaptability, initiative, cooperativeness, resourcefulness in determining priorities and making decisions, and mature judgment in dealing with all types of personalities is required. Ability to work under high pressure to meet deadlines is required.
6. Excellent computer skills in using Microsoft Office including Word; Excel; Power Point; Office calendar scheduling; Internet and E-mail is required.

A detailed job description may be picked up at the USAID Human Resources office during office hours. Interested applicants should submit a completed form OF-612 and/or a C.V. not to exceed 3 pages and any other documentation (e.g., certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above. Please send your application to the attention of USAID/Nepal, Human Resources Office, U.S. Embassy Maharajgunj, P.O. Box. 295. Applications may be sent electronically to:
USAIDNepalHR@usaid.gov

Only short listed applicants will be contacted to participate in the hiring process.

USAID/Nepal is an equal opportunity employer committed to a staff composition that reflects the social and ethnic diversity of Nepali society. We believe that social inclusion and diversity contribute to excellence. Applicants from Disadvantaged caste, under-represented ethnic groups, and women are especially encouraged to apply